

Dig-Deep Questions

Uncover and Quantify Your Career Successes

Having difficulty identifying your achievements? Don't worry; you're not the only one. Use this compilation of thought-provoking questions to pinpoint your career highlights and successes that ultimately become the foundation and showpieces of your resume.

General Questions About The Company

- What is the company's primary line of business?
- What are its annual revenues and have those revenues increased during your employment?
- What markets or customers does the company service/supply/support?
- Is the company local, regional, national, or international?

General Questions About Your Position

- What is the scope of your responsibility; specifically, the daily business functions for which you are responsible?
- Do you have any management responsibilities for personnel, projects, functions, organizations, revenues, profits, or anything else?
- Have there been any particular challenges associated with your position?
- Have there been any specific opportunities associated with your position?
- Where you promoted from one position to another? How quickly? Based on anything in particular?
- Do you have budget or any other type of financial responsibility?
- What other departments or organizations do you "touch" as a routine part of your job?

Questions About Making Money

- Did the company's revenue increase during your tenure? If so, by what dollar amount or percentage?
- Would you say that the increase was average, above average, or phenomenal?
- Did you help impact (directly or indirectly) that increase? How?
- How did the company rank in comparison to other branches or to other competitors?
- Did market share increase? Were you directly or indirectly responsible or contribute in any way?

Questions About Saving Money

- Did you suggest any ways to cut costs in your team, department, unit, branch, or company?
- What were the before and after numbers or percentages of the savings?
- Were the savings significant in comparison to the total budget?
- Did the savings give you or the company a competitive advantage? If so, how, and what was the final result?

Questions About Saving Time & Improving Productivity

- Was there a reduction-in-force while you were there? Or, did you find yourself managing the work previously done by more than one person?